

**JEWETT CITY DEPARTMENT OF PUBLIC UTILITIES  
BOARD OF COMMISSIONERS'  
MEETING MINUTES**

**June 14, 2023**

The regular meeting of the Board of Public Utilities Commissioners was held in the office of the DPU on Wednesday, July 14, 2021, at 4:30 p.m.

The meeting was called to order at 4:34 p.m. by Chairman Demicco with Commissioner Richard Throwe, Commissioner Kenneth Comfort, and Kenneth Sullivan, Director of Utilities, present. Also in attendance was Carol Throwe, Borough Warden Tim Sharkey and Jim Barnie.

**AGENDA ITEM #2 APPROVE THE MINUTES OF THE REGULAR MONTHLY MEETING HELD ON MAY 10, 2023.**

Commissioner Comfort made the motion and was seconded by Commissioner Throwe to accept the minutes of the May 10, 2023, meeting as presented. All in favor; **motion carried.**

**AGENDA ITEM #3 READING OF COMMUNICATIONS**

Director Sullivan stated that the Reliance Standard Annual Statement and a copy of the Virtus Investment Partners dividend check is enclosed for their information.

**AGENDA ITEM #4 REPORTS OF OTHER COMMISSIONERS**

Chairman Demicco stated the various meetings that he attended.

**AGENDA ITEM #5 APPROVE UNCOLLECTIBLES FOR ELECTRIC DIVISION.**

Commissioner Comfort made the motion and Commissioner Throwe seconded to write off \$24,485.70 in bad debt from prior to 2015. All in favor; **motion carried.**

**AGENDA ITEM #6 DISCUSS AND TAKE APPROPRIATE ACTION ON METER DEPOSITS FOR THE ELECTRIC DIVISION.**

After some discussion regarding the likelihood of monthly bills increasing due to the May increase and the current policy of collecting two months of usage for a meter deposit, the increase in meter deposits for the following was approved: oil heat \$100; heat pump \$250; hot water heater \$125; house meters \$125; small commercial and Rate 1 Set by Director. Chairman Demicco made the motion and Commissioner Comfort seconded. All in favor; **motion carried.**

**AGENDA ITEM #7 DISCUSS AND TAKE APPROPRIATE ACTION ON THE ELECTRIC DIVISION BUDGET FOR FISCAL YEAR 2023-24.**

Director Sullivan stated that the Operation and Maintenance Budget, Cash Flow and Operating Budget Statistics for 2023-24 were enclosed and had been previously distributed. Motions approved: Commissioner Comfort made the motion and Commissioner Throwe seconded the Fiscal 2023-24 Budget. All in favor; **motion carried.**

Chairman Demicco made the motion and Commissioner Comfort seconded the amount anticipated of \$40,000 for Capital Expenditures. All in favor; **motion carried.**

Commissioner Comfort made the motion and Chairman Demicco seconded the cost of \$7.00/hour for each line truck and \$1.50/hour for each pickup truck to be charged to the associated accounts when used for capital and maintenance work. All in favor; **motion carried.**

Chairman Demicco made the motion and Commissioner Throwe seconded the percent for overhead of 34% to be charged on labor only when capital additions are being worked on. All in favor; **motion carried.**

**AGENDA ITEM #8 DISCUSS AND TAKE APPROPRIATE ACTION ON HIRING I-M TECHNOLOGY FOR OUR INFORMATION TECHNOLOGY NEEDS.**

After discussion and review of the proposals received, the Board approved the hiring of I-M Technology for information technology needs. Chairman Demicco made the motion and Commissioner Comfort seconded. All in favor; **motion carried.**

**AGENDA ITEM #9 SEWER UPDATE.**

Director Sullivan stated that things were looking good for the bonding package HB-6942. Representative Brian Lanoue was very helpful in acquiring this funding for our capital needs.

He went on to say that our permit numbers are good. We received two bids for the flood wall project. Both were greater than what DOH had approved the project for and the request for additional funding was denied. We will have to revisit DOH at a later date, January 2024 is the earliest. He will keep the Board apprised of all further conversations.

**AGENDA ITEM #10 ADDRESS PUBLIC CONCERNS.**

None.

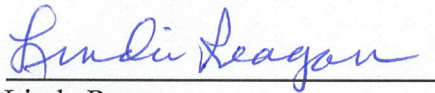
**AGENDA ITEM #11 OTHER BUSINESS.**

Commissioner Comfort questioned whether or not the JCDPU had been approached by the individuals working at the former Plastic Wire and Cable site. Director Sullivan stated that although he is aware that there has been something going on at the site, he had not been approached.

**AGENDA ITEM #12 EXECUTIVE SESSION**

Chairman Demicco made the motion at 5:14 p.m. to enter Executive Session to discuss personnel matters and to have the acting secretary take her leave. Commissioner Comfort seconded. With all in favor; motion carried.

Respectfully submitted by,



Linda Reagan  
Interim Secretary to the Board

Chairman Demicco moved the meeting back into regular session at 5:19 pm.

With no further business to come before the Board, Chairman Demicco made the motion to adjourn the meeting at 5:20 pm. Commissioner Comfort seconded. All in favor; **motion carried.**

Respectfully submitted by,



Ken Sullivan  
Director of Utilities, Acting Secretary